

## AGENDA



Thursday, August 23, 2007

**Purchasing Office  
RECOMMENDATION FOR COUNCIL ACTION**
**Item No. 27**

**Subject:** Authorize award, negotiation, and execution of a 14-month requirements service contract with ALLIANCE WORK PARTNERS, Austin, TX for professional services in providing an employee assistance program in an estimated amount not to exceed \$174,350, with two 12-month extension options in an estimated amount not to exceed \$174,350 per extension option, for a total estimated contract amount not to exceed \$523,050.

**Amount and Source of Funding:** Future funding is contingent upon available funding in future budgets.

**Fiscal Note:** There is no unanticipated fiscal impact. A fiscal note is not required.

**For More Information:** Rosemary Ledesma, Supervising Sr. Buyer/974-2011 or Russell Nash, Benefits Manager/974-3288

**Purchasing Language:** Best evaluated proposal of four proposals received.

**MBE/WBE:** This contract will be awarded in compliance with Chapter 2-9C of the City Code (Minority-Owned and Women-Owned Business Enterprise Procurement Program). No subcontracting opportunities were identified; therefore, no goals were established for this solicitation.

This contract will provide City of Austin employees, their family members, and City supervisory staff with an Employee Assistance Program. Services proposed for this contract include personal counseling, critical incident stress debriefings, supervisor training, programs on drug and alcohol awareness, and educational seminars and training. The initial term of the contract will be September 1, 2007 through October 31, 2008, and will include assistance from the contractor to assist City staff in preparing for open enrollment for City employees. The price includes \$172,260 for the program services, plus an additional \$2,090 for custom training costs per contract term. The program services will be implemented on November 1, 2007 with payment for services following on a monthly basis.

Representatives from the Human Resources Department evaluated the proposals. The evaluation panel recommended Alliance Work Partners, a professional service of Workers Assistance Program, Inc., (Alliance) based on its responsiveness to scope of work and contractual requirements, program proposed, vendor and key staff knowledge and qualifications, demonstrated experience, and cost. Alliance has several local offices with over 190 counselors and therapists in the Austin area. MBE/WBE solicited: 0/1 MBE/WBE Bid: 0/0

RFP NO. RML0003

PROPOSAL ANALYSIS

a. Adequate competition.

b. Twenty-nine notices were sent, including one WBE. There are no known MBEs available to provide these services. Four proposals were received, with no response from the WBE. One "No Bid" reply was received.

c. Alliance Work Partners is the current contract provider.

APPROVAL JUSTIFICATION

- a. Best evaluated proposal received.
- b. The Purchasing Office concurs with the Human Resources Department's recommended award.
- c. Advertised in the Austin American-Statesman and on the Internet.